

To: This Week @ EPA[epanews@epa.gov]
From: This Week @ EPA
Sent: Mon 1/30/2017 3:12:20 PM
Subject: This Week @ EPA - January 30, 2017
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Senior Leadership Message

In case you missed them, there were two important messages from Acting Administrator Catherine McCabe last week:

- [Mass mailer message from the Acting Administrator](#) providing a **transition** update to include information about the hiring freeze, pause on external communications and engagements, a review of EPA grants and contracts information, and more.
- [Video message from the Acting Administrator](#) also providing an update about the **transition**.

Visit the [EPA Transition site](#) to keep up to date on planning for the Presidential transition.

Hot Topics

OPM's Federal Work-Life Survey



Some of you have received a federal work-life survey from the U.S. Office of Personnel Management. This is a legitimate survey to a nationwide sample of approximately 190,000 federal employees, including about 1,700 EPA employees. Recipients will have six weeks to complete this voluntary and confidential survey.

The survey results help OPM and other federal agencies promote work-life programs and policies. OPM will send out weekly reminders to survey recipients and monitor agency response rates. To learn more about the survey, including frequently asked questions, visit the [Federal Work-Life Survey website](#).

Early time and attendance entry for pay period ending Feb. 18



The upcoming Presidents' Day holiday requires early time and attendance submission and payroll close-out.

Make sure you get paid on time! Employees will receive pay only after they and their supervisors approve their timecards in People Plus. If a timecard is not approved by the deadlines, an employee's pay may be impacted or delayed for two to four days after the time that the employee and approving official submit an approved timecard in People Plus.

For the pay period ending Feb. 18, the deadlines for entering and approving time are as follows:

- Employees are required to input, "attest and submit" and "save" their time and attendance information in People Plus by 10 p.m. EST Feb. 15.
- All managers and supervisors with time approval responsibilities must complete their approvals of submitted time cards by 10 p.m. EST Feb. 16.

Submitting and approving timecards in accordance with these deadlines will help minimize impacts on pay, allotments, and reduce delays in leave adjustments being reflected on employee Leave and Earnings Statements.

If you have questions regarding this schedule, please contact the OneStop Customer Service Help Desk by calling (202) 564-OCFO (6236) or emailing HRPAYHELP@epa.gov.

Reminder about upcoming changes to EPA's time and attendance reporting



Last fall, the Office of the Chief Financial Officer (OCFO) issued a [memo](#) announcing two interrelated efforts that will improve the Agency's time and attendance system -- the PeoplePlus (PPL) Enhancement and Payroll Cost Allocation (PCA) projects. Together, these efforts will upgrade PPL, the Agency's time and attendance system, to the 9.2 software version, and move the cost allocation process (the process by which the Agency charges payroll costs to the appropriate financial account) from PPL to Compass, the Agency's financial system. These projects are planned to launch in October 2017 and will improve the efficiency of EPA's time and attendance reporting, enhance security, and improve transparency for payroll reporting.

For the typical user, these projects will support all EPA schedules, including alternative work schedules like MaxiFlex, gliding schedule, variable week, 4/10, etc. The projects will also enable leave requests to appear on timecards in real-time, and allow the user to pull back unapproved leave slips.

As these projects progress, OCFO will continue to solicit and incorporate input and feedback from stakeholders and technical users across the Agency. Updates and additional information, such as frequently asked questions, are available on the [PeoplePlus and Payroll Cost Allocation Projects Communications SharePoint](#) site.

Celebrate National Heart Month with *The Heart Truth & Red Dress Day!*



The Heart Truth logo is a registered trademark of the U.S. Department of Health and Human Services

Did you know that heart disease is the leading cause of death among women?

Although there has been significant progress to increase awareness among women that heart disease is their No. 1 killer, most women fail to make the connection between heart disease risk factors and their personal risk of developing the disease. This disease is largely preventable, but it kills more women than all forms of cancer combined.

In 2002, *The Heart Truth* program created and introduced the Red Dress® as the national symbol for women and heart disease awareness. The symbol reminds women of the need to protect their heart health, and it inspires them to take action to lower their risk for the disease. Participate in National Wear Red Day Feb. 3 by wearing a red dress, red shirt, or red tie to help spread the message that, "Heart disease doesn't care what you wear.®"

The Heart Truth program is sponsored by the National Heart, Lung, and Blood Institute (NHLBI), part of the National Institutes of Health (NIH), U.S. Department of Health and Human Services (HHS), in partnership with many national and community organizations committed to the health and well-being of women.

Find more information about women and heart disease at [EPA's Health and Wellness Heart Health site](#) or [The Heart Truth website](#), or call the NHLBI Health Information Center at 301-592-8573.

Key Dates

EPA Calendar



Click on each event below to get more details.


Click on the "Add to Calendar" button to add an event to your Outlook calendar.


If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

Coming Soon:

Feb. 8: [African American History Month Observance](#) 

Feb. 8: [How to Use Online CFRs webinar](#) 

Feb. 15: [Employees: Early Time & Attendance for Pay Period Ending Feb. 18](#) 

Feb. 16: [Sups&Mang: Early Time & Attendance for Pay Period Ending Feb. 18](#) 

Feb. 20: [President's Day \(Holiday\)](#) 

Video Spotlight

Acting Administrator Catherine McCabe delivers first video message

Acting EPA Administrator Catherine McCabe gives employees an update on the **transition**.



(video length 3:30)

Feb. 21: [How to Use Online CFRs webinar](#) 

Health & Wellness


IT Corner

2017 Step It Up Challenge: There's still time to register!



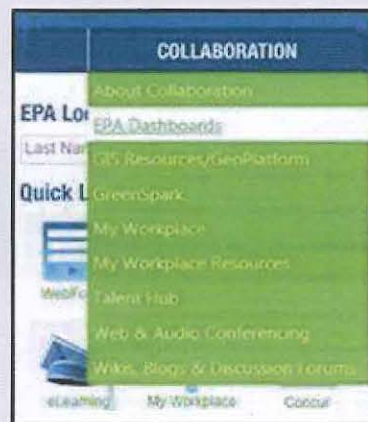
Did you have a fitness goal or resolution for 2017? The [2017 Step It Up Challenge](#) can help you reach that goal by motivating and supporting you as you track your daily steps and “step up” your activity level to accrue as many steps as possible.

It's not too late to register for the Challenge and to take advantage of the resources connected to it, including:




 [Tracking](#)

 [Bi-Weekly Wellness Messages](#)

EPA launches new dashboards page



A new intranet page provides EPA employees with centralized access to EPA dashboards and databases. The page currently provides access to the following dashboards, which all pull information from major EPA systems:

-  EPA Diversity Dashboard
-  EPA Acquisition Forecast Database
-  Executive Resource Center (restricted access)

[Additional Resources](#)

To register for the Challenge, see the [sign up information](#) on the [EPA Challenge site](#). For more information about your location's challenge, please contact your [wellness coordinator](#). We look forward to your participation. C'mon – Step It Up!

To learn more or to access these dashboards, visit the [EPA Dashboards page](#). You can also access the page anytime directly from the [One EPA Workplace home page](#). While on the home page, click the **Collaboration** menu and then select the **EPA Dashboards** option.

If your office has a dashboard it would like to add to this page, please contact Michelle Gebhart (gebhart.michelle@epa.gov).

We would love to hear your feedback about this newsletter. Please contact us at: internalcomms@epa.gov | <http://intranet.epa.gov/internalcomms>

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